



APPLICATION  
SPECIAL USE PERMIT

SUP2017-00058

ADMINISTRATIVE CHANGE OF OWNERSHIP  
OR MINOR AMENDMENT

☐ Change of Ownership

☒ Minor Amendment

[must use black ink or type]

PROPERTY LOCATION: 222 N. LEE STR

TAX MAP REFERENCE: \_\_\_\_\_ ZONE: \_\_\_\_\_

APPLICANT

Name: TSERENDOLGOR, BATJARGAL

Address: 2300 24th Rd S, # 740

PROPERTY OWNER

Name: GULF, LLC

Address: 4601 COLUMBIA PIKE, ARLINGTON, VA 22204

SITE USE: RESTAURANT

Business Name: Current: JACK'S PLACE Proposed (if changing): \_\_\_\_\_

☐ THE UNDERSIGNED hereby applies for a Special Use Permit for Change in Ownership, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☒ THE UNDERSIGNED, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

☒ THE UNDERSIGNED hereby applies for a Special Use Permit for Minor Amendment, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☒ THE UNDERSIGNED, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

TSERENDOLGOR BATJARGAL

Print Name of Applicant or Agent

2300 24th Rd S, # 740

Mailing/Street Address

ARLINGTON VA 22206

City and State

Zip Code

Signature

(202) 569-6308

Telephone #

Fax #

richie091980@yahoo.com

Email address

05/11/17

Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: \_\_\_\_\_

Legal advertisement: \_\_\_\_\_

ACTION: PLANNING COMMISSION

Fee Paid: \$ \_\_\_\_\_

ACTION: CITY COUNCIL

The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.

1. Please describe prior special use permit approval for the subject use.

Most recent Special Use Permit # 2016-0078

Date approved: DEC, 02, 2016  
month day year

Name of applicant on most recent special use permit TSERENDOLGOR, BATJARGAL  
Use RESTAURANT

2. Describe below the nature of the *existing* operation *in detail* so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)

A SMALL RESTAURANT PLACE WITH  
15 INDOOR SEATS.

3. Describe any proposed *changes* to the business from what was represented to the Planning Commission and City Council during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary)

Applying for BEER & WINE LICENSE  
TO SELL ALCOHOL ON PREMISES.

4. Is the use currently open for business? ☒ Yes ☐ No

If the use is closed, provide the date closed.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

5. Describe any proposed changes to the conditions of the special use permit:

BEER & WINE SALE ON PREMISES.

6. Are the hours of operation proposed to change? ☐ Yes ☒ No

If yes, list the current hours and proposed hours:

Current Hours:

Proposed Hours:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Will the number of employees remain the same? ☒ Yes ☐ No

If no, list the current number of employees and the proposed number.

Current Number of Employees:

Proposed Number of Employees:

\_\_\_\_\_

\_\_\_\_\_

8. Will there be any renovations or new equipment for the business? \_\_\_\_ Yes ☒ No  
If yes, describe the type of renovations and/or list any new equipment proposed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Are you proposing changes in the sales or service of alcoholic beverages? ☒ Yes \_\_\_\_ No  
If yes, describe proposed changes:

APPLYING FOR BEER & WINE LICENSE TO  
SELL BEER & WINE ON PREMISES.

10. Is off-street parking provided for your employees? ☐ Yes ☒ No  
If yes, how many spaces, and where are they located?

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11. Is off-street parking provided for your customers? ☐ Yes ☒ No  
If yes, how many spaces, and where are they located?

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12. Is there a proposed increase in the number of seats or patrons served? ☐ Yes ☒ No  
If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)

Current:

Proposed:

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13. Are physical changes to the structure or interior space requested? ☐ Yes ☒ No  
If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

14. Is there a proposed increase in the building area devoted to the business? ☐ Yes ☒ No  
If yes, describe the existing amount of building area and the proposed amount of building area.

Current:

Proposed:

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15. The applicant is the (check one) ☐ Property owner ☒ Lessee

☐ other, please describe: \_\_\_\_\_

16. The applicant is the (check one) ☒ Current business owner ☐ Prospective business owner

☐ other, please describe: \_\_\_\_\_

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (3%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

Please provide ownership information here:

TSERENDOLGOR, BATJARGAL - 100% OWNERSHIP  
2300 24th Rd S, #740  
ARLINGTON, VA 22206

## FOR YOUR INFORMATION

### Special Use Permits Eligible for Administrative Approval

Certain uses of land that have potentially negative impacts on surrounding properties require special use permit approval from City Council. The City Council may impose conditions on the operation of the special use in order to protect the health, safety and welfare of the surrounding area. For new uses and for intensifications or amendments of existing uses, the Planning Commission and City Council conduct public hearings and decide whether to approve the request. The Director of Planning and Zoning, however, may approve a special use permit administratively if it is only a change in ownership or a minor amendment of a previously approved special use permit.

### Special Use Permit for Change of Ownership

If the existing special use permit for an operation restricts the ownership of the use, a prospective owner may not take ownership of the operation until he receives special use permit approval for the change of ownership. Pursuant to Section 11-503, the director may approve the change and transfer the special use permit to a new owner, if the following conditions apply:

- 1) The applicant is not requesting a change in the conditions of the special use permit;
- 2) there have been no substantiated violations of the special use permit conditions;
- 3) there are no changes proposed or anticipated in the operation of the use involved;
- 4) the director has concluded that no new conditions or no amendments to existing conditions are necessary; and
- 5) following notice of the application in a newspaper of general circulation in the City, no person has requested that the director forward the application to the Planning Commission or City Council.

If the application does not meet any one of the above conditions, it must be docketed for the next available Planning Commission and City Council public hearings. If the Director approves a special use permit for change in ownership, the new owner must sign an agreement stating that he/she will continue to comply with the special use permit conditions.

### Special Use Permit for Minor Amendment

Pursuant to Sections 11-509 and 11-511 of the zoning ordinance, the director may approve minor amendments to approved special use permits. Only changes that constitute no more than a minimal enlargement or extension of the special use permit or that are so insignificant they will have little or no zoning impact on the surrounding neighborhood are eligible for administrative approval. If a change will intensify the use, it requires Planning Commission and City Council approval. Changes that intensify a use include any increase in the following:

- 1) Hours of operation;
- 2) number of seats;
- 3) number of employees; visitors of customers; or
- 4) number of vehicle trips generated.

The Director may not administratively approve minor amendments if any of the following apply:

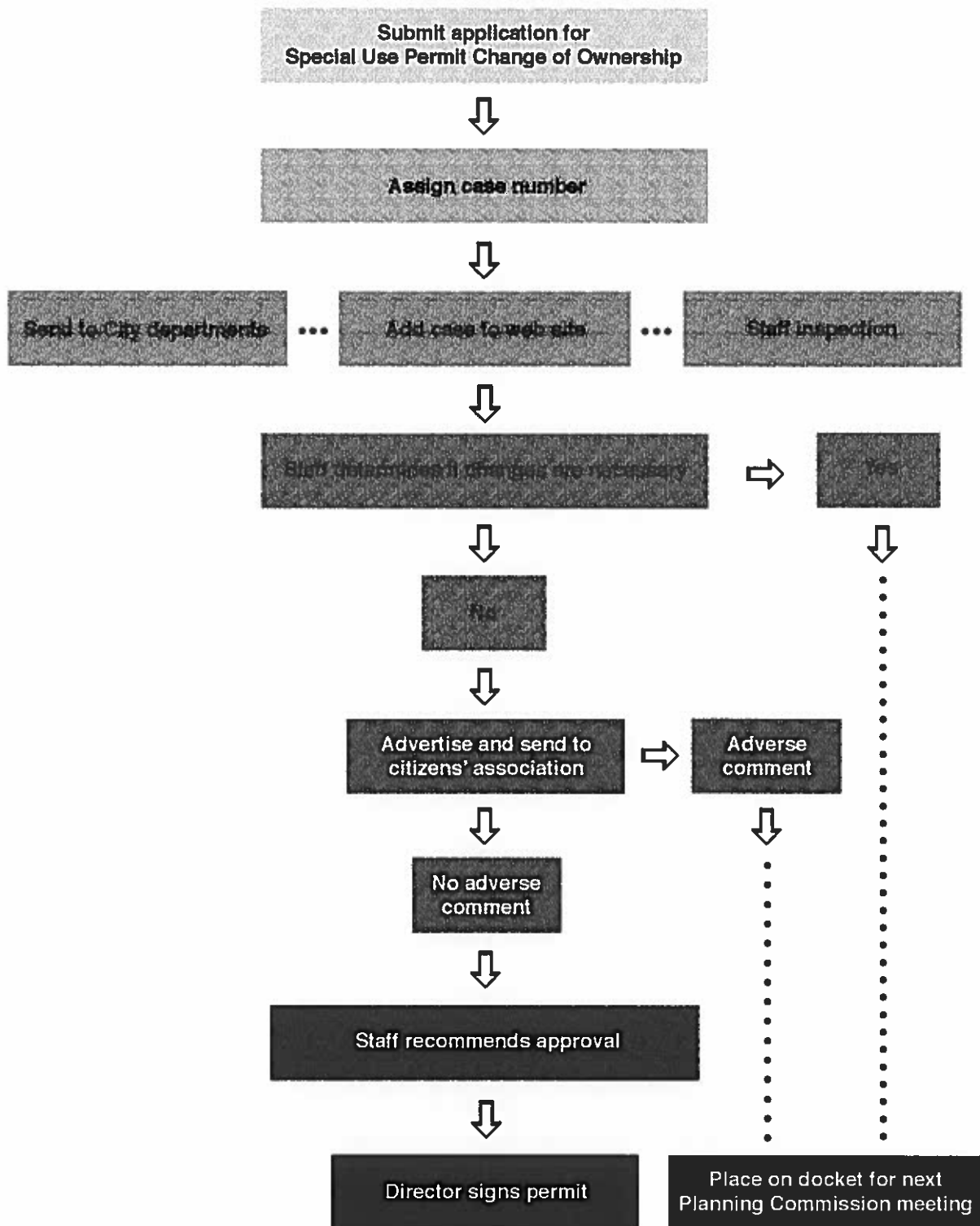
- 1) He/She has received written or oral complaints that the use is in violation of the zoning ordinance;
- 2) at the time the special use permit was approved, opposition was presented to the Planning Commission or City Council; or
- 3) new conditions or amendments to existing conditions are necessary.

Notice of the application is published in a newspaper of general circulation in the City and is sent to docket subscribers.

### Approval Process

For both change in ownership and minor amendment special use permits, the approval process generally takes between four and six weeks from the time an application is submitted. During that time, staff will review the application, inspect the subject property for compliance with special use permit conditions and advertise the proposed change in the newspaper to provide an opportunity for citizens to comment on the change and, in the case of minor amendments, send notice to the Planning Commission and City Council members. If the Director determines that the Planning Commission and City Council must consider the application, he/she will docket the application for the next available Planning Commission and City Council hearings. At that time, the Director may require additional information regarding the application.

## PROCESS FLOW CHART: Change of Ownership SUP





**Subject:** Re: Request for and appointment to meet

**From:** Yvonne Callahan (yvonneweightcallahan@gmail.com)

**To:** richie091980@yahoo.com;

**Date:** Friday, May 5, 2017 10:36 AM

Thank you for this.

I have heard of no opposition to your SUP request, and I really don't want to go out and look for things to oppose. :) So, I wish the best and will come down sometime for a meal.

Thanks for reaching out.

Yvonne

On Thu, Apr 27, 2017 at 12:28 PM, Richie Rich <richie091980@yahoo.com> wrote:

Dear Ms. Callahan,

My name is Richie and I am the new owner of Jack's place located at 222 N. Lee str in Old Town. Me and my wife took over the restaurant in January and were able to re-open it under new management in February.

The reason for my e-mail is that I wanted to kindly ask for an appointment with you to introduce ourselves and our plan in near future at Jack's place.

When we applied for our Special Use Permit back in November last year, we also applied for beer and wine license. During the application process, we were told that there were some concerns from Old Town residents and we decided to pull it off from the original permit. Now when we have been open to our customers for almost 3 months, we would like to re-apply for beer and wine license and I was wondering if there was any issue or concern from Old Town Civic Association related to our application for the permit.

So, it would be appreciated if you could spare some time for us and let us know, please. We are open to discuss about any issues or concerns.

Thank you so much and looking forward having to hear from you.

- The Jack's Team.

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**Subject:** letter of support

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**From:** Sandy L. McDowell (Sandy@cosmosclub.org)

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**To:** richie091980@yahoo.com;

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**Date:** Monday, April 24, 2017 5:58 PM

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Dear Richie and Doko,

Michael and I, residents at 109 Quay Street, strongly support your application for a beer and wine license through the ABC of Alexandria.

We are so pleased to have you as our new neighbors and look forward to many meals with you in the future.

Please let me know if there is anything I can do to assist with your application process through City Hall.

All my best,

Sandy



**Sandy McDowell**

**Assistant General Manager**

Cosmos Club | 2121 Massachusetts Ave, NW | Washington, DC 20008

Tel. (202)387-7783 | Dir. (202)797-6449 | Fax (202)797-6458

Email: [sandy@cosmosclub.org](mailto:sandy@cosmosclub.org) Website: [www.cosmosclub.org](http://www.cosmosclub.org)

*Recognized as a Platinum Club  
of America & a Distinguished  
Emerald Club of the World*



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## Attachments

- image001.png (23.67KB)
- image002.png (41.65KB)

**Subject:** Support for Beer/Wine License

**From:** Howard Bergman (hbergman51@gmail.com)

**To:** richie091980@yahoo.com;

**Cc:** jwannamaker2012@gmail.com;

**Date:** Sunday, May 7, 2017 10:02 AM

Richie, please include this letter in your application:

To Whom It May Concern:

Julie Wannamaker and I live at 101 Quay Street in Alexandria, around the corner from Jack's Place, our favorite diner.

Richie and Doko, the owners of Jack's Place, 222 N. Lee Street, Alexandria, informed us that they are applying for a permit to sell beer and wine.

We fully support their application. Richie and Doko are welcomed members of our local community. They are dedicated to maintaining good relations with their neighbors and customers. We believe that beer and wine would be a nice addition to their menu (which is already fantastic).

Jack's is a very small establishment, with seating for only 15. Their customers are typically people from the neighborhood, and many of them have been eating at Jack's for many years.

We believe that permitting Jack's to serve beer and wine will not create a nuisance in the neighborhood. Other nearby restaurants already have beer and wine permits: Myron Mixon's, a new barbecue restaurant with seating for 200+; Bilbo Baggins; Momo's. These establishments are all good neighbors and are respectful of the nearby residents. Similarly, Richie and Doko are good neighbors and respectful of the nearby residents.

We hope that you will grant Richie and Doko's application and permit them to sell beer and wine at Jack's.

Sincerely,

Julie Wannamaker  
Howard Bergman

101 Quay Street  
Alexandria, VA 22314  
952-232-7220

**Subject:** Support of Bear and Wine License  
**From:** James Novakoff (jim@novakoff.net)  
**To:** richie091980@yahoo.com;  
**Date:** Tuesday, April 25, 2017 6:35 PM

Hi Doko and Richie,

Please refer to the below.

--- Jim N

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Jim Novakoff  
jim@novakoff.net  
561-703-7939

April 25, 2017

Virginia Department of Alcoholic Beverage Control  
2901 Hermitage Road  
P.O. Box 27491  
Richmond, VA 23261

To whom it may concern:

I understand that Jack's Place restaurant located at 222 N. Lee Street, Alexandria, VA 22314 is applying for a license to sell beer and wine.

We have visited Jack's Place many times since it has reopened under the new management. The restaurant is clean and well managed.

We have gotten to know the new owners of Jack's Place as well. We find them to be of good character.

It is for these reasons that we support Jack's application for on-premise beer and wine license.

Best Regards,

/s/

Renee and James Novakoff  
106 Quay Street  
Alexandria, VA 22314